



<https://jobfever.govhelp.in/job/jio-recruitment-2024-all-india-job-back-office-coordinator-posts/>

Jio Recruitment 2024 – All India Job – Back Office Coordinator Posts

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
January 6, 2024

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Valid through
31.08.2024

Base Salary

USD 14,000 - USD 20,000

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Qualifications

12th pass/ Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2024

The Back Office Coordinator is responsible for providing administrative support to the Jio back office team. This includes tasks such as processing paperwork, maintaining records, and managing schedules. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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Jio Jobs Near Me

Responsibilities:

- Process paperwork and documentation
- Maintain accurate records
- Manage schedules and appointments
- Coordinate with other team members
- Provide customer service
- Other administrative tasks as needed

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Jio Careers

Skills:

- Strong organizational and time management skills

- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Excel, Word, Outlook)

Ability to work independently and as part of a team

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